

1.0 Overview and Objective

The New York City Fire Department (FDNY) approves and inspects fire alarm systems, buildings, places of assembly, and laboratories at Weill Cornell Medicine (WCM).

The FDNY conducts multiple types of inspections:

- Approval inspections of new installations, alterations, or repairs to fire alarm systems
- Annual compliance inspections of buildings
- Annual compliance inspections of places of assembly
- Annual compliance inspections of permitted laboratories

Due to inspection results, the FDNY may issue a Notice of Defect, (formerly known as a Letter of Defect), Violation Order, Notice of Violation, or Criminal Court Summons (hereafter referred to as “violations” unless specifically noted) for required corrective actions.

This program aims to coordinate the efforts of WCM and its contractors in identifying and scheduling projects affecting the fire alarm systems, and to respond to FDNY violations resulting from fire alarm system inspections or annual facility-based inspections (e.g., building, place of assembly, or laboratories).

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3.0 Applicability

3.1 FIRE ALARM SYSTEMS

This procedure applies to all Notices of Defect, Violation Orders, and/or Notices of Violation resulting from an inspection of a WCM fire alarm system or building, regardless of who issued the violation.

A fire alarm system includes:

- the fire alarm panel,
- central monitoring office connection,
- pull stations,
- smoke detectors,
- heat detectors,
- fire smoke dampers,
- valves,
- standpipes,

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- wet, dry, or special extinguishing systems; and
- pre-action systems.

3.2 BUILDINGS, PLACES OF ASSEMBLY AND LABORATORIES

This procedure applies to all violations received during facility-based FDNY inspections of WCM buildings, places of assembly, and laboratories.

4.0 Responsibilities

All responsible parties must allocate the necessary personnel, time, and resources to accommodate the FDNY inspection of WCM fire alarm systems and conduct the corrective actions specified by a FDNY Notice of Defect, Violation Order, and/or Notice of Violation. Furthermore, any responsible Department, its representative, and/or contractor may be required to appear in court if requested to do so by the Office of General Counsel.

4.1 ENVIRONMENTAL HEALTH AND SAFETY (EHS)

Environmental Health and Safety duties include:

- Oversight of all WCM's fire alarm systems.
- Development and maintenance of building Fire Safety Plans and other fire safety procedures.
- Assisting the Office of General Counsel in court appearances.
- Serve as primary liaison with FDNY inspectors during fire alarm system and other facility-based inspections.
- Review violations and either:
 - (1) Protest their validity with FDNY as appropriate, or
 - (2) Identify the responsible person and the required corrective actions.
- Distribute the violation with corrective actions to the Responsible Person, associated Department leadership, and the Office of General Counsel.
- Coordinate and track violation resolution with the Responsible Person, and maintain violations in the EHS violation and inspection database (Salute).
- Monitor violation resolution progress and notify the Department and the Office of General Counsel if violations are not resolved within the necessary timeframes.
- Organize follow-up with the Responsible Person as appropriate to confirm violation resolution, which may include:
 - Attending Capital Planning project control meetings,
 - Obtaining required closure documentation, and
 - Accompanying FDNY during follow-up inspections.

4.2 RESPONSIBLE PERSON

The Responsible Person is the individual directly responsible for supervising the work area where the violation occurred. He/she must take the appropriate corrective actions necessary to resolve the violation and prevent its reoccurrence.

The Responsible Person may be:

- The project manager for a newly installed or modified fire alarm system, new building, or new laboratory violations;

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- The area or office-specific supervisors and directors associated with building inspections and places of assembly violations; or
- The Principal Investigator or Laboratory Director for laboratory violations.

4.3 OFFICE OF GENERAL COUNSEL

The Office of General Counsel provides legal counsel for criminal court summons, Environmental Control Board hearings, and other regulatory violations against WCM.

4.4 DEPARTMENTS

Departments affected will be notified and copied on violations transmitted to the Responsible Person(s). As appropriate, Departments should provide the required assistance and support to ensure violations are corrected adequately within the specified timeframes, in conjunction with Environmental Health and Safety and the Office of General Counsel.

4.5 FACILITIES MANAGEMENT & CAMPUS OPERATIONS (FM&CO)

Responsibilities include:

- Maintain WCM fire suppression systems and building infrastructure.
- Retain the fire alarm system contracts.
- Maintain required FDNY certificates of fitness to include but not limited to:
 - S-12 Supervision of Sprinkler Systems
 - S-13 Supervision of Standpipe Systems
- Provide necessary documentation to resolve violations.
- Notify EHS of any FM&CO projects affecting a fire alarm system.

4.6 CAPITAL PLANNING AND PROJECT MANAGERS

Capital Planning and Project Managers are required to:

- Manage projects and contractors associated with new installations, alterations, or repairs to fire alarm systems, laboratories, places of assembly, and buildings.
- Notify EHS of all projects and request that EHS assess impacts on fire alarm systems, emergency egress, and other fire and life safety systems.
- Obtain EHS approval prior to initiating any work on a fire alarm system.
- Coordinate and complete fire alarm system pre-testing prior to scheduling FDNY inspections and/or submitting documentation to the FDNY.
- Inform EHS of scheduled date and time of FDNY inspections.
- Resolve violations and provide associated records, including documentation submitted on behalf of their contractors.
- Track violations and provide status updates during Project Control meetings.
- Forward Letters of Approval for fire alarm systems to EHS.

4.7 HOUSING AND SECURITY

Immediately notify EHS when an FDNY Inspector arrives at a building where Housing or Security personnel maintain the lobby.

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4.8 CONTRACTORS

Contractors must:

- Obtain approval from Capital Planning prior to requesting fire alarm system inspections or submitting any documentation to the FDNY.
- Inform Capital Planning of scheduled date and time of FDNY inspections.
- Incur any expenses related to FDNY violations on the contractor's work.
- Provide all necessary documentation to resolve FDNY violations.

4.8.1 FDNY Approval or Violation

Upon completion of an inspection, the FDNY will either issue a Letter of Recommendation or a Violation (e.g., Notice of Defect). The original documentation provided by the Inspector goes to the project manager with a copy provided to EHS. Violations will be managed as detailed in Section 7.0 of this Manual. Letters of Approval are typically provided to the contractor or engineer of record. The Project Manager is responsible for obtaining the Letter of Approval and transmitting a copy to EHS.

5.0 Annual Building and Place of Assembly Inspections

The FDNY conducts annual inspections of buildings and places of assembly. The inspection may consist of a building walk-through or records review of fire alarm system inspection, testing, and maintenance documentation, building Fire Safety Plans, and FDNY Certificates of Fitness.

5.1 FIRE ALARM/SUPPRESSION INSPECTION, TESTING, AND MAINTENANCE

Facilities Maintenance & Campus Operations and Environmental Health and Safety are primarily responsible for the inspection, testing, and maintenance (ITM) of different components of the building fire alarm and suppression systems. Appendix A maintains a chart of ITM responsibilities.

5.1.1 Inspection Testing and Maintenance (ITM) Recording Requirements

Records of all system inspections, tests, servicing, and other maintenance required by code, the rules, or the referenced standards shall be maintained on the premises for a minimum of 3-5 years and made available for inspection by any fire department representative.

5.2 EHS NOTIFICATION OF FDNY INSPECTION

The EHS main office must be immediately notified when an FDNY Inspector arrives at a building. In the event of an FDNY inspection of a residential building, the Housing Office front desk attendant is responsible for contacting EHS. EHS serves as the primary liaison with the FDNY and must be present before the start of the inspection.

5.3 FDNY INSPECTION DEFICIENCIES AND VIOLATIONS

The FDNY will issue a violation (e.g., Notice of Violation or Violation Order) for deficiencies observed during an inspection. Violations should be issued to EHS, and original violation copies are retained by EHS for processing and distribution as outlined in Section 7.0 – FDNY Violations and Resolution Management.

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6.0 FDNY Laboratory Inspections

All chemical laboratories are permitted by the FDNY and inspected annually. Violations are issued for deficiencies observed during these inspections. The following procedure applies to Violation Orders and Notice of Violations received from FDNY laboratory inspections.

6.1 FDNY LABORATORY INSPECTION SCHEDULE

The FDNY Laboratory Inspection Unit is on campus weekly to conduct inspections of WCM laboratories. The specific laboratories being inspected on a given day are not known until the day of the inspection. EHS staff will accompany the FDNY inspector.

6.2 EHS NOTIFICATION OF UNANNOUNCED FDNY INSPECTIONS

On occasion, the FDNY may conduct unannounced inspections of laboratories, including off-hour and weekend inspections. In the event the FDNY inspector arrives unaccompanied by EHS staff, building security and/or laboratory personnel must immediately contact EHS. During off-hours, EHS on-call staff can be contacted via NYP Security (212-746-0911).

6.3 LABORATORY RESPONSIBILITIES AND FDNY ACCESS

Laboratories are required by law to allow the FDNY inspector into the laboratory, but the inspector must present proper credentials and should be accompanied by EHS staff. An FDNY Certificate of Fitness for Supervision of Non-Production Laboratories (C-14) for staff members present in the laboratory must be made available at the time of inspection (e.g., original or copy posted within the laboratory).

6.3.1 FDNY Inspection Deficiencies and Violations

The FDNY will issue a violation (e.g., Notice of Violation or Violation Order) for deficiencies observed during an inspection. Violations should be issued to EHS, and original violation copies retained by EHS for processing and distribution as outlined in Section 8.0 – FDNY Violations and Resolution Management, below.

7.0 FDNY Violations and Resolution Management

In the event the FDNY inspection identifies a deficiency, the FDNY inspector may issue a Notice of Defect, Violation Order, or Notice of Violation.

Depending on the violation type, failure to correct a violation may result in an Environmental Control Board hearing or Criminal Court Summons.

7.1 EHS RECEIPT AND DISTRIBUTION OF FDNY VIOLATIONS/NOTICE OF DEFECTS

All FDNY violations or Notice of Defects must be immediately forwarded to the Fire Safety and Emergency Manager.

Upon receipt of a FDNY violation, EHS will:

1. Enter the violations into the Salute database.
2. Review the violations and either:
 - a. Protest their validity with the FDNY as appropriate, or
 - b. Identify the Responsible Person(s) and the required corrective actions.

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3. Generate a violation report and distribute to the Responsible Person(s) and associated Department leadership. The violation report will provide guidance on how to properly correct the violation. In the event that there are multiple violation items and multiple Responsible Persons, the violation report will be customized to the specific Responsible Person, where appropriate.
4. Track the violation in Salute and conduct follow-up inquiries and seek assistance as appropriate.

7.2 FDNY NOTICE OF DEFECT MANAGEMENT

If the FDNY observes violations during a fire alarm system inspection, they may first issue a Notice of Defect. A Notice of Defect must be corrected before the FDNY will issue a Letter of Recommendation or Letter of Approval for the system inspected. This may delay the use of the system and/or occupancy of the space.

7.2.1 Timeframes

The Certification of Correction of Defects, if authorized by the FDNY, or a request for re-inspection must be submitted to the FDNY within 90 days of receipt of the Letter of Defec, Correction of Defects.

The WCM Project Manager, contractor, and/or other responsible parties must resolve the deficiencies specified in the Notice of Defect. Corrections may include documentation and affidavits from a Registered Architect, Professional Engineer, Licensed Electrical Contractor (for electrical defects), or Licensed Plumbing Contractor (for plumbing defects) stating the defects are rectified.

7.2.2 Letters of Recommendation and Approval

If the FDNY inspector does not identify any defects, a Letter of Recommendation will be issued to the Project. A copy of the Letter of Recommendation must be forwarded to EHS. A copy of Letter of Approval must be forwarded to EHS upon receipt by the contractor of record and/or Project Manager.

7.3 FDNY VIOLATION ORDER MANAGEMENT

The FDNY may issue a Violation Order for violations observed during an inspection, or in follow-up to an unresolved Letter of Defect. Violation Orders require FDNY re-inspection to close the violation.

The FDNY can escalate unresolved Violation Orders to Criminal Court Summonses.

7.3.1 Timeframes

Violation Orders must be corrected within 30 days of receipt, unless otherwise specified.

The FDNY may also require Violation Orders to be rectified “forthwith” for violations deemed eminently hazardous. Forthwith violations must be resolved immediately, and there is no grace period for implementation of the corrective actions.

7.3.2 Correction of Violations

The Responsible Person(s) must notify EHS once the violations have been corrected, and provide the required documentation as specified by the violation summary report. EHS will review the actions taken to verify and concur the correction(s) have been completed. The Responsible Person must ensure the corrective actions remain in effect.

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7.3.3 FDNY Re-Inspection and Resolution

The FDNY will conduct a follow-up inspection after the specified due date to verify if the Violation Order has been corrected. If at re-inspection, the violation is found to reoccur, either the Violation Order will remain open for another re-inspection, or a Criminal Court Summons can be issued.

7.4 FDNY NOTICE OF VIOLATION MANAGEMENT

The FDNY may issue a Notice of Violation (NOV) for violations observed during an inspection. NOV's can be "self-certified" by EHS, once resolved by the Responsible Person(s).

NOV's automatically have an Environmental Control Board hearing date assigned.

7.4.1 Timeframes

NOV's must be corrected within 35 days of receipt, unless otherwise specified. All NOV's automatically have an Environmental Control Board Hearing assigned to it.

If the violation is not resolved and adequately filed, WCM representatives must attend the Environmental Control Board hearing. There is no grace period for FDNY re-inspection.

7.4.2 Correction of Violations

The Responsible Person(s) must notify EHS once the violations have been corrected, and provide the required documentation as specified by the violation summary report.

EHS will review the actions taken to verify and concur the correction(s) have been completed.

7.4.3 EHS Completes Certification of Correction Form

EHS will complete the Certification of Correction form and submit it to the FDNY via the FDNY Business Portal, along with a copy of the front side of the violation and supporting documentation. Only EHS is authorized to complete and submit the Certification of Correction form to the FDNY.

7.5 CRIMINAL COURT SUMMONS

Upon re-inspection of a Violation Order, the FDNY may issue a criminal court summons for Violation Orders not corrected within the specified timeframes. All summonses must be forwarded to EHS immediately, and a copy emailed to the Office of General Counsel at 212-746-0495.

The Office of General Counsel may require a representative from EHS, the responsible Department(s), Project Manager, and/or contractor to attend the hearing.

7.6 ENVIRONMENTAL CONTROL BOARD

Notices of Violation not corrected and duly filed with the FDNY within the specified timeframes are automatically forwarded to the Environmental Control Board for a hearing. All Notices of Violation and Notice of Hearings must be sent to EHS immediately, and a copy emailed to the Office of General Counsel.

The Office of General Counsel may require a representative from EHS, the responsible Department(s), Project Manager, and/or contractor to attend the hearing.

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8.0 Training

8.1 EHS C-14 LABORATORY CERTIFICATE OF FITNESS TRAINING

EHS is authorized to provide on-site C-14 Laboratory Certificate of Fitness training to WCM employees who meet specific FDNY-mandated eligibility requirements. Refer to the EHS training website for additional information on this training.

8.2 OTHER FDNY CERTIFICATE OF FITNESSSES

All other FDNY Certificates of Fitness must be obtained via the FDNY directly. Refer to the FDNY Certificate of Fitness website for additional information: <https://www1.nyc.gov/site/fdny/business/all-certifications/certificates-of-fitness.page>.

9.0 Record Retention, Availability, and Revisions

9.1 FDNY VIOLATIONS

EHS retains all copies of FDNY violations and associated documentation. EHS should accompany the FDNY inspector and take receipt of the violation. In the event the FDNY inspection occurs without the presence of EHS, the violation must immediately be transmitted to EHS.

9.2 FDNY LETTERS OF APPROVAL AND PERMITS

EHS retains all copies of fire alarm system Letters of Approval and FDNY permits (e.g., Laboratory, Place of Assembly). The project manager and/or building manager must ensure that Letters of Approvals and permits are obtained from the FDNY and transmitted to EHS.

9.3 FIRE ALARM SYSTEM INSPECTION TESTING AND MAINTENANCE

The WCM Department responsible for overseeing and conducting the fire alarm system inspection, testing, and maintenance as outlined in [Section 5.1](#) and [Appendix A](#) is responsible for retaining the required records.

Records of all system inspections, tests, servicing, and other maintenance required by the New York City Fire Code, the rules, or the referenced standards shall be maintained on the premises for a minimum of 3-5 years and made available for inspection by any fire department representative.

9.4 PROGRAM REVIEW

This program manual is reviewed annually and updated as needed.

10.0 References

- FDNY Fire Code: <https://www1.nyc.gov/site/fdny/codes/fire-code/fire-code.page>
- FDNY Certificate of Fitness Program: <https://www1.nyc.gov/site/fdny/business/all-certifications/certificates-of-fitness.page>.

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Appendix A – Inspection, Testing, and Maintenance (ITM) Chart

Type	Responsible Department	ITM Conducted by (Required COFs)	Daily	Weekly	Monthly	Quarterly	Semi-annual	Annual	3 year	4 year	5 year
Fire Protection Systems, interface equipment, electromechanical releasing devices, printers and power supply (non-generator).	1 ^o – EHS 2 ^o – E&M	<ul style="list-style-type: none"> Approved Fire Alarm Company (S-97/98, F-78) EHS (S-95) 			√		√	√			√
Initiating devices: manual pull stations, heat, duct, and smoke detectors, air sampling, supervisory devices, tampers and water flows (non-flow of water).	1 ^o – EHS 2 ^o – E&M	<ul style="list-style-type: none"> Approved Fire Alarm Company (S-97/98, F-78) EHS (S-95) 									
Alarm notification devices including audible and visual devices.	1 ^o – EHS	<ul style="list-style-type: none"> Approved Fire Alarm Company (S-97/98) EHS (S-95) 						√			
Emergency communication equipment (PA and warden phones)	1 ^o – EHS	<ul style="list-style-type: none"> Approved Fire Alarm Company (S-97/98) EHS (S-95) or FLSD (F-85 /T-89/ F-89) 			√						
Deluge, Dry, Pre-action control panels and associated devices (no flow condition)	1 ^o - EHS 2 ^o - E&M	<ul style="list-style-type: none"> Approved Fire Alarm Company (S-97/98) MP/MFSPC (S-12/13) when required by NYCFC. EHS (S-95) 					√		√		
Central Station Trip Test	1 ^o - EHS	<ul style="list-style-type: none"> EHS FLSD (F-85 /T-89/ F-89) 			√						
Photoluminescent markings - visual inspection	1 ^o - EHS 2 ^o - E&M	<ul style="list-style-type: none"> EHS/ FLSD (F-85 /T-89/ F-89) 						√			
Place of Assembly - Flameproofing of drapes and curtains.	1 ^o - E&M/Griffis 2 ^o – EHS	<ul style="list-style-type: none"> Approved Flame Proofing Company (C-15) 						√			
Flameproofing (decorations, scenery and other materials).	WCMC Occupant	<ul style="list-style-type: none"> Approved Flame Proofing Company (C-15) 									
Central station transmitters	1 ^o - EHS	<ul style="list-style-type: none"> Approved Central Station Monitoring Company 						√			
Fire Protection System Impairment Coordinator	1 ^o - EHS 2 ^o - E&M	<ul style="list-style-type: none"> EHS FLSD (F-85 /T-89/ F-89) FSD (S-95) 									
Portable fire extinguishers (includes hydrostatic testing)	1 ^o - EHS 2 ^o - E&M	<ul style="list-style-type: none"> Approved PFE Maintenance Contractor (W-96 / S-96) 			√			√			
Water-Based Fire Suppression Sprinkler, Piping System, Fire pumps, sprinkler systems, deluge, dry, pre-action. (Waterflow by opening the inspector's test connection).	1 ^o - E&M 2 ^o - EHS	<ul style="list-style-type: none"> E&M (S-12/13) EHS (S-95) Approved Fire Alarm Company (S-97/98) MP/MFSPC (S-12/13) when required by NYCFC 	√	√	√	√	√	√	√		√

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Type	Responsible Department	ITM Conducted by (Required COFs)	Daily	Weekly	Monthly	Quarterly	Semi-annual	Annual	3 year	4 year	5 year
Residential Occupancies (77 th St.) - Up to and including 6 stories with not more than 30 sprinkler heads or a compactor sprinkler system.	1 ^o - E&M / Housing 2 ^o - EHS	<ul style="list-style-type: none"> E&M / Housing (S-11): monthly visual inspections only. MP/MFSPC (S-12/13) when required by NYCFC EHS (S-95) 			√						
Residential sprinkler systems	1 ^o - E&M 2 ^o - EHS	<ul style="list-style-type: none"> MP/MFSPC (S-12/13) when required by NYCFC EHS (S-95) 						√			
Standpipe and Hose Systems	1 ^o - E&M 2 ^o - EHS	<ul style="list-style-type: none"> E&M (S13/14): visual inspections only. MP/MFSPC (S-12/13) when required by NYCFC 		√	√	√		√	√		√
Smoke Control Systems (mechanical smoke control and post-fire smoke purge systems)	1 ^o - E&M 2 ^o - EHS	<ul style="list-style-type: none"> E&M HVAC Approved Fire Alarm Company (S-97/98) EHS (S-95) or FLSD (F-85 /T-89/ F-89) 					√	√			
Supervisory Signal Devices (including pump power/run)	1 ^o - E&M 2 ^o - EHS	<ul style="list-style-type: none"> Approved Fire Alarm Company (S-97/98) MP/MFSPC (S-12/13) when required by NYCFC EHS (S-95) 				√	√	√			
Elevators in Readiness	1 ^o - E&M	<ul style="list-style-type: none"> E&M: Phase 1 and Phase 2 Elevator Operation (Firefighter Service) 			√						
Emergency Power Systems - NFPA battery packs 30 seconds monthly/90 minutes annually	1 ^o - E&M	<ul style="list-style-type: none"> E&M: Licensed electrician 			√			√			
CO and Smoke Alarms in Residential Apartments	1 ^o - E&M / Housing	<ul style="list-style-type: none"> E&M / Housing 	As per manufactures recommendations for ITM and replacement.								
Commercial Kitchen Exhaust System Cleaning	1 ^o - Griffis	<ul style="list-style-type: none"> Approved Company (W-64) 			√	√	√				
Kitchen Fire Protection System	1 ^o - Griffis	<ul style="list-style-type: none"> Licensed Master Fire Suppression Contractor 					√				

ITM Notes:**MFSPC** - Master Fire Suppression Piping Contractor.**MP** - Master Plumber License (MP)**FLSD**- Fire Life Safety Director

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